ANNUAL CALENDAR
USERS EXECUTIVE COMMITTEE TASKS

Month	UEC	Users' Center
JUNE	UEC Meeting ➢ Set-up subcommittee ➢ Plan for DNP Meeting in October	
JULY	No events	
AUGUST	UEC Meeting	
SEPTEMBER	No events	Request funds for DNP meeting
OCTOBER	UEC Meeting Annual UEC Meeting at DNP Meeting (Open Forum Meeting) Notify APS of plans for April meeting	
NOVEMBER	AM: Organizing committee meets to start planning for annual meeting	
DECEMBER	UEC Meeting with Director on budget (prior to Open Forum Meeting) UEC Meeting ➢ annual meeting plans ➢ meeting with BNL Director Open Forum Meeting	
JANUARY	AM: Organizing Committee meets to finalize plans TA: Thesis Award competition announcement	Announcement to community ➢ Thesis Award competition ➢ Announce dates for Annual Meeting ➢ Call for nominations from membership
FEBRUARY	UEC Meeting TA: Thesis deadline 2/28 NC: UEC nominees due to Users' Center 2/15	Request budget for DNP Meeting Users' Center develops annual meeting web page ➢ Announcement ➢ Format of meeting ➢ Preliminary agenda ➢ Registration ➢ Voting page Compile thesis contributions
MARCH	TA: Thesis distributed to reviewers by 3/15	Formal annual meeting announcement ➢ Announcement ➢ Format of meeting ➢ Preliminary agenda ➢ Registration ➢ Voting page Request budget for APS Meeting Distribute thesis
APRIL	UEC Meeting TA: Decision on winners due to Users' Center by 4/15 PA: Annual UEC visit to Washington Annual APS Meeting (Open Forum Meeting)	Request budget for Annual Meeting
MAY	**Annual Users' Meeting** TA: presentations Open Forum Meeting	Set dates for UEC meeting for upcoming year

Subcommittee Abbreviations: PA: Political Action; FVA: Foreign Visits and Assignments; CMP: Computing; QOL: Quality of Life; AM: Annual Meeting; TA: Thesis Award; NC: Nominating Committee.